

Minutes of the Meeting of the
Rye City/Rye City School District Shared Services Committee
held in Rye City Hall on March 9, 2004 at 9:00 A.M.

Present representing the Rye City School District:

Dr. Ed Shine, Superintendent; Robert Castagna, Director of Physical Education; Lynn Ferguson, Assistant Tax Collector; Steven Freer, Director of Buildings and Grounds; Sara Mariani, School Board Member; Anne Povella, District Treasurer; Robert Walsh, Assistant Superintendent.

Present representing the City of Rye:

O. Paul Shew, City Manager; Pete Anfuso, DPW Supervisor; Kevin Cook, Recreation Supervisor; Kerry Donahue, Coordinator of Computer Services; Michael A. Genito, City Comptroller; Mary Lou McClure, Deputy Comptroller; George Mottarella, City Engineer; William Rodriguez, Superintendent of Recreation.

The meeting opened with a joint welcome from Dr. Ed Shine and Paul Shew. Each attendee introduced him/herself and their role in their respective organization.

Sarah Mariani distributed memoranda from 1993 and 1995 that summarized the efforts of previous shared services committees. It was agreed that it would be a good idea to review these previous efforts and incorporate the information into the current committee's work.

Michael Genito suggested that the committee develop a "white paper" that memorializes the effort of the committee. The white paper should include all areas considered for shared services, recommendations as to whether or not these services should be shared, and the reasons why or why not the services should be shared. This document could then be reviewed at least every three years to consider how legal, technological, or functional changes might affect previous determinations.

Paul Shew noted that any recommendations for shared services must have either a beneficial or neutral impact on the City and the School District. In other words, a shared service should not be recommended if it benefits one party to the detriment of the other.

Dr. Shine advised that by March 31, 2004 we should have a memo for distribution to the City Council and School Board as to our progress to date. He noted that a review of the 1993 and 1995 memoranda would give us a good basis for some initial reviews and conclusions. Michael Genito noted that to prepare the memo in time for proofreading and distribution, all materials should be provided to him no later than March 26.

Dr. Shine recommended that Lynn Ferrari, the School District's Public Information Officer, review with Susan Morison, Rye City Clerk, for possible shared services in the area of elections. Paul Shew noted that the City does not have a Public Information Officer, and expressed an interest in speaking with Lynn Ferrari on publicity, press releases, and other media opportunities.

Dr. Shine noted that his staff would coordinate with Jim Kenny, RCTV Coordinator, concerning shared cable TV services.

Michael Genito noted that he would have Kerry Donahue coordinate with Carole Andreasen concerning shared information technology services.

George Mottarella advised that he would coordinate efforts with Robert Freer and Pete Anfusio in reviewing buildings and grounds maintenance. These areas would include salting (deicing) lots, sewer maintenance, recycling, refuse removal and disposal, and fueling of School District vehicles.

Bill Rodriguez noted that a recreation shared services study was already underway with the School District, to be completed for the March 26 deadline.

George Mottarella noted that he would coordinate with Rye Police Commissioner Bill Connors concerning shared crossing guards and security services.

The City will create a web site for the shared services committee. Initially this site will be available only to committee members, but will be made public once the committee's work is established.

Respectfully submitted,

- Michael A. Genito